

**NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4809; DSN 853-4809  
WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)**

**EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 07-274T    OPENING DATE: 18 JUL 2007    CLOSING DATE: 10 AUG 2007**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
SUPPLY TECHNICIAN, GS-2005-06, TC70062000**

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**APPOINTMENT FACTORS:    OFFICER ( )    WARRANT OFFICER ( )    ENLISTED (X)**

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<b>SALARY RANGE:</b> \$32,174 - \$41,823 PA	<b>SUPERVISORY ( )    MANAGERIAL ( ) NON-SUPERVISORY/NON-MANAGERIAL (X)</b>
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**LOCATION OF POSITION:  
CAMP NAVAJO, BELLEMONT, ARIZONA**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

**INSTRUCTIONS FOR APPLYING:** Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona Army National Guard and be able to qualify for the following AFSC/MOS/AOC/BRANCH:    92, 42**

**KNOWN PROMOTION POTENTIAL: NONE**

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).**

**NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

**NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of property accounting.
2. Knowledge of stock and inventory control.
3. Knowledge of supply policies and procedures.
4. Skill in written and oral communication.
5. Ability to follow written instructions.
6. Ability to work well with others.
7. Ability to type and data input of equipment if required.
8. Knowledge of supply documents and maintenance of auditable document and reports.
9. Knowledge of requisitions, supporting documents and reference material to determine supply or special supply action requirements.
10. Ability to independently plan and carry out work assignments, research problems, and locate applicable guidelines or precedent cases.

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**SPECIALIZED EXPERIENCE:** Individual must have 9 months experience in closely related activities which have provided the applicant with knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which have demonstrated the applicant's ability to perform at the level of the position to be filled.

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**BRIEF JOB DESCRIPTION:** This position is located at Camp Navajo in Bellemont, Arizona. Its purpose is to provide services in support of inventory control, storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. For items centrally controlled, determines stock replenishment for supplies and other material within funding limitations. Assures that supplies and monies are not wasted through excess accumulations. Assures that sufficient stock quantities are on hand at all times. Maintains an accurate accounting and reporting system for property. Reviews justification and recommends action for property not planned. Conducts limited management studies on the utilization of property. Edits supply transactions or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped. Determines stock replenishment for centrally controlled items. Assures items are in sufficient quantity and that supplies and funds are not wasted through excess accumulation. Incumbent has inventory management responsibility for a relatively small number of items which are decentralized and controlled locally. This position requires heavy lifting. Performs other duties as assigned.

**SELECTING SUPERVISOR: CPT DANIEL ADAMS**

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